

Gather the following documents and data and use them as the basis for your grant toolkit.

Note that not all documents will be relevant to your library—customize your toolkit so it reflects your institution.

Keep everything in one place to save time when applying for grants. Regularly update documents, like budgets and resumes, that change often.

1. Community data and census demographics
2. Library data
 - a. Hours open each week
 - b. Number of cardholders
 - c. Number of staff
 - d. Number of programs offered
 - e. Number of classes offered
 - f. Collection size and budget
 - g. Overall library budget
 - h. Circulation rates
 - i. Number of library computers
 - j. Notes on significant spaces (theaters, galleries, gardens, etc.)
3. Resumes of staff involved in grant management
4. Library mission and vision statements
5. Library strategic plan
6. Information about library history
7. Relevant tax forms, including state tax exemptions
8. Proof of 501(c)(3) status
9. FEIN and Dun & Bradstreet numbers
10. List of potential partners and their contact information
11. A draft cover letter
12. A draft letter of support for partners
13. A list of past grants you've applied for and whether they were funded
14. Full copies of past grant applications
15. Any other locally relevant documents

Adapted from: Edwards, J.B., Robinson, M.S., and Unger, K.R. (2013). Transforming libraries, building communities: The community-centered library. Lanham: Scarecrow.